

Employee Influenza Vaccination Policy and Procedure

Effective Date: 08/01/2014

Revision History: 07/21/2014

Purpose: To describe the requirements for Duke University School of Medicine (SoM) employees who must receive an annual flu vaccination.

The following entities are covered by this policy:

Duke University School of Medicine

Policy

Annual vaccination against influenza is the best protection for our patients and study subjects against flu transmission during a research-related encounter. Influenza vaccination also protects those who work in and visit our facilities and their families. This is in alignment with Duke University Health System's core value of "Caring for our patients, their loved ones, and each other."

All School of Medicine regular and non-regular rank faculty (with the exception of Consulting, Adjunct, and Emeritus) with primary faculty appointments in Clinical Departments and all staff whose positions are in the organizational units of a Clinical Department or the following SoM Institutes, Centers, Programs and Offices are required to receive a flu vaccination in 2014:

- Duke Translational Medicine Institute (all entities)
- Duke Cancer Institute
- Brain Imaging and Analysis Center
- Heart Center
- Center for the Study of Aging and Human Development
- Medical Physics Program
- Duke Office of Clinical Research

Flu vaccination is strongly encouraged but remains voluntary for SoM Consulting, Adjunct, and Emeritus faculty, all post-doctoral researchers (associates and scholars), and all faculty and staff in the Basic Science departments and all other institutes and centers not listed above.

House staff should adhere to the Duke University Health System flu vaccination policy. Faculty and staff leased in any amount to the PDC should adhere to the PDC's vaccination policy.

Students in the School of Medicine should adhere to the flu vaccination policy specific to students.

SoM Flu Vaccination Program

The program is designed and directed by the Universal Influenza Vaccination Work Group (IVG), as authorized by DUHS/SoM senior leadership. The IVG is an interdisciplinary team inclusive of representatives from numerous professional disciplines and job categories within DUHS and SoM entities.

The program includes multimodal education aimed at employees, patients and visitors. This education includes, at a minimum, information about:

- The influenza vaccine
- Non-vaccine control and prevention measures
- Diagnosis, transmission and impact of influenza
- Access opportunities for vaccination

The program provides on-site vaccination opportunities during hours accessible to SoM faculty and staff during the active campaign season. The active campaign season is defined annually by the IVG. Precise dates for the campaign will be communicated broadly in August.

Vaccination is free of charge to all SoM faculty and staff.

SoM faculty and staff may receive the vaccine at locations other than those provided through the DUHS Healthcare Worker Flu Vaccination Program. If vaccinated elsewhere, SoM faculty and staff must provide the required documentation evidencing such to Employee Occupational Health by scanning and emailing to EOHWflu@duke.edu or via Fax to 919-681-0555. Employees should keep their original documentation until verifying that vaccination status has been updated in OESO's database. Acceptable proof of vaccination is a document signed and dated by the professional who administered the vaccine. A form for reporting external vaccination can be found on the School of Medicine website at <http://medschool.duke.edu/flu vaccine policy>. Anyone with questions should call the Flu Program Nurse at Employee Occupational Health at 919-684-3136.

All School of Medicine regular and non-regular rank faculty (with the exception of Consulting, Adjunct and Emeritus) with primary faculty appointments in Clinical Departments and all staff whose positions are in the organizational units of a Clinical Department or the SoM Institutes and Centers identified above will be contacted with information about obtaining a vaccine.

During the active campaign season and before the end of the flu season SoM faculty with primary appointments in, (with the exception of Consulting, Adjunct, and Emeritus) and staff starting employment in the organizational units of a clinical department or the above institutes, centers, programs and offices will be required to be vaccinated in compliance with this policy. Consequences of non-compliance for SoM faculty and staff who are required to have a vaccine are documented on Page 4 of this policy see sections, **Employment Action for SoM Non-faculty Staff Members Who Are Non-Compliant with the Policy**, and **Employment Action for SoM Faculty Who Are Non-Compliant with the Policy**.

SoM faculty with primary appointments in, (with the exception of Consulting, Adjunct and Emeritus) and staff with positions in the organizational units of a clinical department or the above institutes, centers, programs and offices, who are on leave throughout the active campaign season but who return to work prior to the end of the flu season, are required to be vaccinated within two weeks of their return. The flu season's end will be determined by ongoing transmission of influenza in the community and defined by Duke Program for Infection Prevention and Healthcare Epidemiology.

Vaccination Exemption

Exemption to influenza vaccination may be granted for documented medical contraindications or documented religious beliefs. Standard criteria for medical exemption will be established based upon recommendations from the Centers for Disease Control and Prevention (CDC). **Note that egg allergy will no longer be approved for medical exemption, due to the availability of egg-free vaccine.**

Exemptions must be applied for no later than the deadline provided for the current flu season. Medical exemptions granted for permanent conditions will continue in effect until the individual notifies Employee Occupational Health and Wellness (EOHW) that his/her condition has changed or vaccine technology changes to eliminate the issue of concern. Medical exemptions granted for temporary conditions expire at the end of flu season. Religious exemptions must be applied for annually.

To apply for a medical exemption, individual faculty and staff must obtain the required form at the School of Medicine website <http://medschool.duke.edu/flu vaccine policy> or the Health System intranet <https://intranet.dm.duke.edu/influenza/SitePages/Home.aspx> and have his/her healthcare provider complete it inclusive of the medical contraindication. The completed form must be submitted to EOHWflu@duke.edu or via Fax to 919-681-0555 before the required deadline.

To apply for a religious exemption, individual faculty and staff must obtain and complete the required form at the School of Medicine website <http://medschool.duke.edu/flu vaccine policy> or the Health System intranet <https://intranet.dm.duke.edu/influenza/SitePages/Home.aspx> and submit it to Staff and Labor Relations via email hrsrlpolicies@duke.edu or via Fax to 919-681-7924 before the required deadline.

Applications for medical exemption will be reviewed by a panel of physician experts from EOHW and Infectious Diseases. Applications for religious exemption will be reviewed by human resource experts in Staff and Labor Relations.

Faculty and staff who applied for an exemption will be notified by the reviewing entity as to whether or not their exemption has been granted. If an exemption is denied, individual faculty and staff may appeal that decision by submitting additional information by the date defined in the notice.

EOHW will maintain the vaccination records for SoM faculty and staff.

The effectiveness of the program is assessed on an ongoing basis by the IVG during the active vaccination campaign.

The OESO database is available to SoM directors and managers for reporting vaccination status at the individual level. Reasons given by those declaring a religious or medical exemption are collected and reviewed by the IVG at least annually. Strategies for addressing the reported reasons are included in the following year's campaign education, as appropriate.

In the event of an influenza vaccine shortage, SoM faculty and staff will be prioritized for vaccination in line with guidance from the CDC and the North Carolina Department of Health and Human Services.

Transmission Prevention for SoM Faculty and Staff Who Are Not Vaccinated

The Infection Control Committee of each entity has the authority to institute mandatory transmission prevention measures for those healthcare employees who were not vaccinated (i.e. granted an exemption) should the prevalence of influenza in the community reach concerning levels.

Employment Action for SoM Non-faculty Staff Members Who Are Non-Compliant with the Policy

SoM staff members that fail or refuse to be vaccinated or do not have an approved exemption annually against influenza during the vaccination period will receive a Final Written Warning (FWW) and allowed three (3) business days to come into compliance with the vaccination requirement. SoM staff will be removed from the work environment and placed on administrative leave of up to 3 days. The staff member will be required to use his/her accrued time off for all days missed during the leave. If the staff member's accrued time balance is not sufficient to cover the missed days, the days will be charged against time accrual until satisfied. The staff member's management can require that the lost time be made up, upon return to work. If the SoM staff member is still not in compliance at the end of the 3 days, he/she may be terminated.

Employment Action for SoM Faculty Who Are Non-Compliant with the Policy

For all SoM faculty members non-compliance may be documented in their annual performance evaluation. Those who hold privileges at a Duke Medicine entity and who practice in a Duke Medicine clinical facility who are not in compliance with the policy may be denied access to Duke Medicine EMR and clinical facilities.

Supervisors and managers are responsible for the proper administration of this policy according to the guidelines found herein. Failure to administer this policy appropriately may result in corrective action for the responsible leaders up to and including dismissal.